

FORM - RFP-PROPOSAL REVIEW GUIDE

Form - RFP – Proposal Review Guide

Firm name:

#	ITEM DESCRIPTION	YES	NO
1	Proposal received prior to deadline.		
2	Firm Representative attended Proposer's Conference.		
3	Number of proposals received (check RFP for the #)		
4	Proposal signed by someone authorized to obligate firm (Certification Statement).		
5	Proposal packaged as specified in RFP: • Proposal contains separate technical section. • Proposal contains separate cost section.		
6	Proposal contains section that describes the firm's financial stability.		
7	Proposal demonstrates prior experience in related work.		
8	Proposal documents Firm's and key project staff's experience.		
9	Proposal contains all elements specified in RFP Statement of Work.		
10	Proposal contains list of references.		
11	Proposal contains resumes.		

Proposal Log In

RFP:

Proposal due date:

<i>Proposals Received</i>				
No.	Firm Name	Cost Proposal	Technical Proposal	Date Received
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

RFP Cost Evaluation

RFP Title: _____

Proposal Review Form (consensus)

Name of RFP:

Company Name: _____

Passed Screening Review: Yes No

Signed Certification Statement:

Proposal in two (2) parts:

References:

Resumes:

Cost Summary:

Technical: 75 points	Maximum Points Available	Points Awarded
Firm		
Project Staff		
Approach		

Cost: 25 points (Maximum)	*Points Awarded
Proposal Total Project Cost	\$

(Cost points scoring = {lowest total cost/specific proposer's total cost} x total cost points)

TOTAL: 100 points (Maximum)	
TOTAL POINTS AWARDED	*

*RFP Coordinator will compute these points.

Comments:

Evaluation Team:

The RFP enclosed for your inspection contains provisions in compliance with La. R.S. 39:1503 as follows:

- a) The importance of price and evaluation factors is explained on pages _____ of the RFP.
 - b) The RFP defines project tasks on included in _____ and .
 - c) As in (a) above, evaluation factors are defined on pages _____ of the RFP.
 - d) The period for the project is explained on page _____ of the RFP.
 - e) The RFP notifies potential proposers that the award of the contract may be made on the basis of initial offers on page _____.
 - f) On page _____ of the RFP, potential proposers are notified that written questions must be submitted to James Vidacovich.
 - g) State agency liaison personnel are described in the RFP and resources available to the Contracting Party are described in the RFP on page _____.
 - h) Procedures concerning payment are discussed on pages _____.
 - i) The RFP requires all necessary information concerning qualification, methodology, costs and financial capability.
- 4) During the specific time frame specified on page 3, there were questions submitted concerning the project. Copies of these questions and responses are attached.
- 5) As of _____ PM on _____, one proposal was submitted.

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Project Title: _____

IT 10 # _____ (if applicable)

CIO APPROVAL # _____ (if applicable)

BRIEF STATEMENT OF WORK (SOW) DESCRIPTION:

I have reviewed the scope description of the Proposal.

- I did not identify any potential conflict of interest, financial or otherwise, regarding my involvement with the development, formulation, drafting or review of the approval or its scope of services.
- I identified the following possible conflict(s) of interest, which might adversely reflect on or threaten the integrity of the approval process.

EXPLANATION:

SIGNATURE AND DATE

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